



**Office of Security and Emergency Management  
OPSEC Security Spotlight**

**‘Tis the Season to be Security-Aware**

Through out this busy Holiday Season, many of you will be traveling. Therefore, this is a good time to talk about Operations Security (OPSEC). OPSEC threats abound during the holiday season. Good OPSEC can lead to better protection. Just because it is the holidays, don’t lower your guard. It is important to practice good OPSEC and keep security in mind.

**Better Watch Out**

Brace yourself for scammers and thieves this holiday season. They thrive during the hectic holiday season because you are busy and preoccupied with your next task. I’ve made this list....**Why don’t you check it, at least twice?**

**Don’t** leave your office until you have secured all information that is classified, sensitive, or personal in nature.

**Don’t** leave your DOE badge in your vehicle. Your vehicle might be stolen.

**Don’t** leave your house in the dark. Put a timer on one or more lights to go on and off at a preset time.

**Don’t “hide”** your purse in the car. Keep it with you for protection.

**Don’t** shop alone. Use the buddy system. One is a lonely number and an easy target.

**Don’t** put shopping purchases in your vehicle and return to the store to continue shopping. If you must do this, move your vehicle to another area of the parking lot because someone might be waiting and watching for such an opportunity.

**Don’t** forget to call (or go online) the post office and place your mail on “hold”. Or, make arrangements for someone to collect your mail each day.

**Don’t** allow newspapers to collect in your box or driveway. Notify the carrier to suspend your service until you return.

**Don’t** advertise receipt of expensive gifts before leaving on a holiday trip to visit family or friends. For example, do not place the empty box that held your new flat screen television on the street prior to going on vacation. It would be better to wait until you return before placing boxes on the street for pickup.

Phrases like “think before you speak” and “look before you leap” remind all of us to take extra precautions and practice good OPSEC. If you have any questions, the OPSEC points of contact for the ORO Office of Security and Emergency Management are Larry Sparks at 576-2659 or Nettie B. Hudson at 576-1918.

**Happy Holidays to all and....**

All of us in Security and Emergency Management wish you a happy and safe Holiday Season.

/s/

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